

No Child Left Behind School Facilities and Construction Negotiated Rulemaking Committee

Title: Travel Policy for Committee Support for Caucusing and Outreach Activities
Effective: July 1, 2010
Expires: When Committee Dissolves and as funding remains available

1. Purpose

The purpose of this policy is to inform the No Child Left Behind School Facilities and Construction Negotiated Rulemaking Committee, referred to as the “Committee”, the policies and procedures of the funds made available to assist with caucusing and outreach activities.

2. Scope

This policy applies to the primary Committee tribal representatives. It applies to authorized direct expenses for a Committee member to perform tribal caucusing and outreach activities in their respective regions for which they represent.

3. Authority

- A. The Federal Advisory Committee Act (5 U.S.C. App. 2).
- B. The Federal Travel Regulations (41 CFR 300-304).
- C. The Bureau of Indian Affairs – Facilities Construction (25 U.S.C. 2005(a)(5))
- D. The Bureau of Indian Affairs – Regional Meetings and Negotiated Rulemaking (25 U.S.C. 2018).

4. Policy

Up to \$900 is available to each primary Committee member to assist them in undertaking tribal caucusing and outreach activities in their respective regions for which they represent. Direct expenses are to be paid by the United States Government through the facilitation team, the Consensus Building Institute (CBI). Each primary Committee member may be reimbursed for authorized direct expenses incurred in caucusing and approved outreach activities including:

- A. Conference calls,
- B. Material costs, and
- C. Travel expenses.

5. Roles and Responsibilities

Committee Co-Chairs are responsible for providing overall guidance on the caucusing policy and its implementation.

The Committee Member is responsible for sharing information on the Committee's work and receiving input from stakeholders and constituents. The Committee member is expected to report their findings to the Committee at the next scheduled meeting or provide a written report to the Committee if the member cannot attend the next Committee meeting. Committee members must provide travel receipts and direct expenses in accordance with the Federal Travel Regulations (FTR).

The Consensus Building Institute is responsible for reimbursement of the Committee members' authorized direct expenses that comply with the FTR. Every effort will be made to provide a prompt and timely reimbursement to the Committee member upon receipt of the members' travel receipts and direct expenses in accordance with the FTR.

Lodging expenses – Expenses incurred for lodging that are reimbursable. Lodging reimbursement may not exceed the established federal government's maximum allowances for hotels in a particular area.

Mileage allowances – Committee members using a privately-owned vehicle when it is advantageous to the Committee in performing official travel will be reimbursed at the current 2010 federal reimbursement rate of \$0.50 cents per mile, not to exceed 800 miles round trip. Committee members who are authorized to use tribal owned vehicles will not be allowed to claim mileage as a reimbursable expense.

Per diem allowance – Per diem allowance is a daily payment instead of reimbursement for actual expenses for meals. Per diem will be based on Government per diem rate for locality. The Government per diem rate on travel days is 75 percent of the full per diem for the locality.

Privately owned vehicle (POV) – Any vehicle (such as an automobile or motorcycle), operated by an individual that is not owned or leased by a tribal Government agency and is not commercially leased or rented by a Committee member under a Government rental agreement, used in connection with authorized Committee travel.

Transportation expenses – Expenses incurred for commercial bus, air, rental car, or rail fares that are reimbursable in addition to the per diem allowance. Transportation expenses also include local transit system and taxi fares, cost of commercial rental and other special conveyances, mileage and other allowances for use of privately owned vehicles, including fees for parking, etc.

6. Guidance and Procedure

These procedures describe the caucusing, outreach activities, and the processing of Committee member reimbursement of authorized direct expenses for undertaking tribal caucusing and outreach activities within their respective region. The total authorized budget will not exceed \$900 for each primary Committee member. The overall total budget will not exceed \$20,000.

Caucusing Guidance:

- A. The Committee member should share information about the Committee's work and receive input from stakeholders and constituents.
- B. A Committee member must use the caucusing for the sole purpose of informing constituents within their geographic area and seeking constituent feedback(?). Local or regional conferences to meet this purpose may be appropriate but the Committee will handle any briefings to national conference or events separately.
- C. Caucusing activities may include conference calls, attending meetings or briefings for parents, teachers, principals, superintendents, and/or tribal officials specifically on the work of the Committee.
- D. The members should not speak on behalf of the Committee as a whole, but rather, seek to inform others of the work from his/her perspective and obtain input on key issues before the Committee to bring back to the Committee for discussion, as needed.
- E. The Office of Regulatory Affairs and Collaborative Action will provide a toll free teleconference line that will support 20 users in addition to the leader, upon request.

Reimbursement Procedures:

- A. Member should submit with travel reimbursements a short description of each caucusing activity, including purpose of event, number of attendees, key issues covered.
- B. The Committee member must not exceed established Government's maximum allowances for lodging and transportation expenses for the locality in which the caucusing or outreach activity is held.
- C. The Committee member must use the Travel Expense Reimbursement Form from CBI and submit with copies of individual receipts for travel and direct expenses including materials costs.
- D. CBI will provide the Committee member a reimbursement check within a reasonable time CBI receives copies of receipts with a complete Travel Expense Reimbursement Form.
- E. CBI is responsible for providing a budget update on the funds disbursed out and remaining balance to the Committee at the next scheduled meeting or a report to the Committee.